

Federal Personnel Manual System**FPM Letter 950-1****SUBJECT:** Combined Federal Campaign
Domestic Campaign Management--National Coordination
of Local Activities

RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415

August 12, 1982

Heads of Departments and Independent Establishments:

1. **INTRODUCTION.** These rules are promulgated pursuant to 5 C.F.R. §950.525 (d) in order to provide for the orderly and efficient coordination of local activities with the national domestic Combined Federal Campaign (CFC).

2. **ASSIGNMENT OF VOLUNTARY AGENCIES TO FEDERATED GROUPS.** As soon as is practicable after a national voluntary agency is admitted to the national domestic CFC for a particular campaign year, it will be assigned by the Director (the Director) of the Office of Personnel Management (OPM) to a federation for purposes of coordination of local activities and for all other purposes appropriate under 5 C.F.R. Part 950. The Director will make such assignments on the following basis:

(a) The American Red Cross will constitute a federated group.

(b) United Way will constitute a federated group. All voluntary Agencies that are members of United Way will be assigned to United Way.

(c) Any other independent, private federated group that meets the eligibility criteria established in 5 C.F.R. §950.309 will constitute a federated group. All voluntary agencies that are members of such federated group will be assigned thereto.

(d) Under the previous rules of the CFC and the Manual on Fundraising Within the Federal Service OPM established three other domestic federated groups: the International Service Agencies (ISA), the National Health Agencies (NHA), and the National Service Agencies (NSA). All voluntary agencies that are not members of the American Red Cross, United Way, or an independent, private federated group admitted to the CFC, will be assigned for purposes of the domestic CFC to ISA, NHA, or NSA. Assignments will be made according to the following criteria:

- (1) A voluntary agency whose services are rendered exclusively or in substantial preponderance overseas will be assigned to ISA.
- (2) A voluntary agency whose services are rendered exclusively or in substantial preponderance in the field of health in the United States will be assigned to NHA.
- (3) All other voluntary agencies, including those of a mixed character, will be assigned to NSA.

3. **INTERNAL GOVERNMENT OF INDEPENDENT FEDERATED GROUPS.** As federated groups, the American Red Cross, United Way, and independent, private federated groups admitted to the CFC will govern themselves pursuant to their respective

Inquiries: Special Assistant for Regional Operations, (202) 632-5544

Code: 950, Solicitation of Federal Civilian and Uniformed Services Personnel for Contributions to Private Voluntary Organizations

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* 950 is a new code in the FPM system.

articles of incorporation, by-laws, and other rules of governance, subject to the rules and regulations established by OPM.

4. INTERNAL GOVERNMENT OF FEDERATED GROUPS ESTABLISHED BY OPM. The voluntary agencies assigned to ISA, NHA, and NSA will organize and govern their respective federated groups, subject to the oversight of OPM. As soon as is practicable after the organization of a federated group, its members will adopt articles of association and such other rules for the government of the federated group as may be necessary and proper. All such instruments must be deposited with the Director, and will be effective upon such deposit unless an express provision to the contrary is made. ISA, NHA, and NSA are encouraged to govern their respective internal affairs on a basis of unanimity or consensus whenever possible. Controversies respecting the internal government of a federated group that have not been resolved within the federated group will be decided by the Director, either upon reference from the federated group or a voluntary agency that is a member thereof, or upon the initiative of the Director.

5. ADMINISTRATOR OF FEDERATED GROUP ESTABLISHED BY OPM. In the event that principles of good government and efficient management should so warrant, the Director may appoint an Administrator to study, organize, audit, take charge of, manage, superintend, and/or dissolve ISA, NHA, or NSA. In appointing such an Administrator, the Director will specify in writing the duties and scope of authority of the Administrator; the term for which he shall serve, which may be indefinite; and other conditions of his service.

6. LOCAL FEDERAL COORDINATING COMMITTEE (LFCC). Each local CFC will be administered and overseen by the Local Federal Coordinating Committee (LFCC), established and operated in accordance with 5. C.F.R. Part 950. OPM will coordinate all activities of the local CFC with the LFCC. The key actions to be taken by the LFCC are:

- (a) Selection of Principal Combined Fund Organization.
- (b) Local Eligibility Decisions.
- (c) Finalize campaign arrangements, publicity, printing.
- (d) Carry out campaign.

7. SELECTION OF THE PRINCIPAL COMBINED FUND ORGANIZATION (PCFO). The LFCC selects the PCFO that will manage the campaign under the direction of the LFCC from among federated groups that have been authorized to participate in the campaign (5 C.F.R. §950.509).

(a) A decision by the LFCC on selection of the PCFO is to be made after the Director announces the federated groups participating in the national CFC for a particular year. (See 5 C.F.R. §950.509 (b)). The Director will make such announcement as soon as practicable after national eligibility decisions are made known. The LFCCs may begin earlier to solicit applications for selection as the PCFO from those federated groups that have applied to the Director for national recognition.

(b) Applicants must submit all material called for in 5 C.F.R. §950.509 (c), and be selected in accordance with the criteria contained in 5 C.F.R. §950.509 (a) and (b).

(c) PCFO proposals must include, among other things, the dates for campaign preparation, printing and distribution of materials, training sessions, and kick-offs.

8. LOCAL ELIGIBILITY DECISIONS. LFCCs make eligibility decisions regarding local non-federated agencies participation and local affiliates of national approved organizations. The LFCC is required to set a date for local eligibility hearings, which must be published in the local community, to applicant agencies and groups, and to OPM. [5 C.F.R. §950.509 (j)(2)]. Local agencies not affiliated with an eligible federation or national voluntary agency are not eligible after the 1982 CFC.

9. LOCAL ELIGIBILITY REQUIREMENT OF NATIONALLY-APPROVED AGENCIES.

(a) A nationally approved agency or its affiliate must apply to each CFC location in which it wants to participate. Proof of national eligibility provided by the national headquarters from OPM will be presumed to show eligibility in the local campaign. However, an agency (except an International Service Agency) must also show that it has a direct and substantial presence in the local community as described in 5 C.F.R. §950.405 (a)(6); that is:

- (1) Service must be available to employees within a reasonable distance of the place where they work.

OR

- (2) Employees, or their families, should be able to receive the benefits of a national agency's activities, with specific examples of assistance shown.

(b) Direct and substantial services means that the agency should be able to provide:

- (1) Local services.
- (2) Personal counseling in health, welfare or other appropriate services. Services provided by telephone must use a local number or "800" equivalent.
- (3) Local disease prevention programs or inoculations.
- (4) Local representatives in a cooperating attorney or referral network.

(5) Screening for detection of problems or need for service or referrals.

(6) Treatments of illnesses, poverty, and handicaps.

(7) Local educational or informational services.

(c) Voluntary agencies must show that local employees know about the services.

(d) LFCCs must allow nationally-approved organizations or their affiliates a reasonable amount of time to apply to local CFCs.

10. APPROVAL OF CAMPAIGN ARRANGEMENTS, PUBLICITY, BROCHURES. The local LFCC makes final approval of campaign arrangements, publicity materials, leaflets and pledge cards, etc., after the opportunity for input by participating groups

(a) It is up to the LFCC to inform participating federated groups and local voluntary agencies (if the local agencies are not connected with a federated group) and OPM of the date on which the PCFO will submit all detailed campaign arrangements. These preparations must then be approved by the LFCC.

(b) Representatives of the groups and agencies must be given enough time to review and comment on all arrangement proposals before they are either accepted or rejected [5 C.F.R. §950.509 (j)(1)].

(c) The written copy to be included in this publication should:

(1) Describe CFC arrangements.

(2) Explain payroll deduction procedures.

(3) Tell employees how they may get further information on participating agencies.

(4) Present notice of the employee's right to pursue complaints of undue pressure or coercion and to whom they should direct their complaints.

(5) Contain a Privacy Act notice substantially in the form set out in Attachment 1 hereof.

(6) Give specific information on ways in which an employee may contribute to the campaign.

(7) Encourage donors to give to the voluntary agency or agencies of their choice; that is, givers should designate where they want their gift to go.

- (8) Explain that designated contributions (minus approved campaign costs and shrinkage) are remitted to the designated agency or agencies by the central receipt and accounting point.
- (9) Emphasize that if contributors fail to designate specific charities, their gifts will be considered designated to the PCFO for distribution to the participants.

11. AGENCY LISTING REQUIRED.

(a) In accordance with 5 C.F.R. §950.521 (e)(2):

- (1) The name of each approved voluntary agency listed is to be accompanied with a brief (about 30-word) description of its program or programs.
- (2) Each agency is to be assigned a number for gift designation purposes.
- (3) Each agency may, at its option, include the initials of the federated group to which it belongs. The initials (e.g., NSA, UW), if used, are to appear in parenthesis at the end of the agency's statement.
- (4) Each agency is to be listed under generic titles which describe the types of services provided. The titles, whose order is chosen by lot, include: children and family services; community coordination services; local Federal personnel services; provision of basic needs and economic opportunity; health services/services to the handicapped; international services; neighborhood services; acquisition of knowledges and skills; youth and recreation services; specialized and miscellaneous.

(b) The order of the agencies listed under the generic titles is decided by lot.

(c) Federated groups (their order is also set by lot) are to be listed at the end of the agency list by full name and initials. Further, identification numbers are to be assigned to the federated groups for designation pruposes.

(d) The federated group acting as the PCFO must be identified. For an example of the listing, see 5 C.F.R. §950.521 (e)(2)(iv).

12. THE PLEDGE CARD. Pledge cards used in local CFCs must be configured substantially in the form set forth in Attachment 2 hereof. Major features of the pledge card form are as follows:

(a) All three copies will have open designation boxes which shall be aligned on each copy for carbon transfer. A designation on the top form shall be transferred to those below.

(b) Two statements, which address the designation and distribution of undesignated funds by the PCFO, must be printed, in red ink, on the front of the card.

(c) The Privacy Act statement itself or a message which urges contributor to read it must also appear prominently on the front of the pledge card.



Donald J. Devine
Director

PRIVACY ACT STATEMENT FOR CFC 804,
COMBINED FEDERAL CAMPAIGN PLEDGE FORM

Executive Order 12353, March 23, 1982, authorizes the U.S. Office of Personnel Management to conduct fund raising activities and to establish procedures for collecting this information.

Executive Order 9397, authorizes collection of your Social Security Number as identification of your payroll record.

This collected information will be disclosed to organizations maintaining the accounting of contributions and to any recipient you designate. Additional disclosure may be made to the Department of Treasury to make proper financial adjustments; to a court or another agency when the government is party to a suit; and to the Internal Revenue Service, State and local taxing authorities regarding income tax matters.

The furnishing of the SSN, along with other data requested, is voluntary. However, failure to furnish any of the requested information may result in errors or non-compliance to your request for a payroll deduction by your agency.

Principal combined fund organization for the (CFC name) to distribute your gift based on determination of needs.

(Name of CFC and address of Central
Receipt & Accounting Point - all copies)

NAME (LAST)	(FIRST)	(INITIAL)	IDENTIFICATION NO. OR SOC SEC NO.
DEPARTMENT BUREAU OR AGENCY			LOCATION OR TIMEKEEPER

TOTAL GIFT \$ _____
PAID BY:
PAYROLL DEDUCTION ☐
(COMPLETE AUTHORIZATION BELOW)
CASH \$ _____
MAKE CHECK PAYABLE TO CFC
CIVILIAN ☐ MILITARY ☐

1982 Combined Federal Campaign FILL IN BLANK OR CHECK BOX SHOWING THE AMOUNT OF YOUR DEDUCTION PER PAY PERIOD. Minimum amount for use of payroll withholding is 50 cents each payday if paid every two weeks or twice monthly. \$1.00 if paid monthly. The amount indicated by military personnel will be the monthly amount to be deducted as an allotment from pay. PLEASE INDICATE AMOUNT OF ALLOTMENT/GIFT.

DONOR CHOICE: You have the choice of selecting a specific agency(ies) to receive your gift, or you can choose to allow the

☐ ☐ \$12.00 ☐ \$10.00 ☐ \$8.00 ☐ \$6.00 ☐ \$4.00 ☐ \$3.00 ☐ \$2.00

I hereby authorize the above named agency or any other agency of the United States Government by which I may be employed during 1981 to deduct the amount shown above from my pay each pay period during the calendar year 1981 starting with the first pay period beginning in January 1981 and ending with the last pay period which begins in December, providing that the amounts so deducted shall be remitted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

All unassigned contributions will go to the (PCFO name) for distribution.
IF YOU WISH TO DESIGNATE, PLEASE FILL IN AGENCY NO. AND DOLLAR AMOUNT HERE.

AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT
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Date _____ SIGNATURE _____

TO FEDERAL PAYROLL OFFICES: If the contributor moves to the jurisdiction of another payroll office before 1983, this authorization shall be forwarded.

CFC FORM 804

This is the payroll withholding authorization card which goes, when completed, TO THE CONTRIBUTOR'S PAYROLL OFFICE.

(Copy # 1)

TOTAL GIFT \$ _____
PAID BY:

NAME (FIRST)	(INITIAL)	(LAST)	
DEPARTMENT BUREAU OR AGENCY			LOCATION OR TIMEKEEPER

PAYROLL DEDUCTION ☐
(COMPLETE AUTHORIZATION BELOW)
CASH \$ _____
MAKE CHECK PAYABLE TO CFC
CIVILIAN ☐ MILITARY ☐

1982 Combined Federal Campaign

AMOUNT OF DEDUCTION

☐ ☐ \$12.00 ☐ \$10.00 ☐ \$8.00 ☐ \$6.00 ☐ \$4.00 ☐ \$3.00 ☐ \$2.00

IF YOU WISH TO DESIGNATE, PLEASE FILL IN AGENCY NO. AND DOLLAR AMOUNT HERE.

AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT
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Date _____ SIGNATURE _____

CFC FORM 804

Contributor to keep this copy for personal tax records.

(PRIVACY ACT IS ON REVERSE SIDE.) (Copy # 2)

TOTAL GIFT \$ _____
PAID BY:

NAME (FIRST)	(INITIAL)	(LAST)	
DEPARTMENT BUREAU OR AGENCY			LOCATION OR TIMEKEEPER

PAYROLL DEDUCTION ☐
(COMPLETE AUTHORIZATION BELOW)
CASH \$ _____
MAKE CHECK PAYABLE TO CFC
CIVILIAN ☐ MILITARY ☐

1982 Combined Federal Campaign

AMOUNT OF DEDUCTION

☐ ☐ \$12.00 ☐ \$10.00 ☐ \$8.00 ☐ \$6.00 ☐ \$4.00 ☐ \$3.00 ☐ \$2.00

IF YOU WISH TO DESIGNATE, PLEASE FILL IN AGENCY NO. AND DOLLAR AMOUNT HERE.

AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT	AGENCY NO.	ANNUAL AMOUNT
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Date _____ SIGNATURE _____

CFC FORM 804

This card goes, when completed, TO THE CENTRAL RECEIPT POINT.

(Copy # 3)

UNIVERSITY OF FLORIDA



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